



caBIG™ Documentation and Training (D&T): Requirements, Processes and Resources

REQUIREMENTS

DEVELOPER

- ♦ Technical Manual (Architecture)
- ♦ Installation Guide
- ♦ Administration Guide
- ♦ Release Notes

Technical Manual (Architecture):

Describes architecture, systems requirements, APIs, and other tools that integrate with the software and their implementation.

Release Notes: Written before product release: lists new features and functionalities, addresses known issues, and lists appropriate documentation and websites.

Installation Guide: Outlines the supported configurations and technical installation instructions for software application. Can include basic test procedures.

End-User Manual: Includes software authorizations, interface design, protocols, workflow, tools, data sources, database(s), data search, data management, and integration with component software.

ADOPTER

- ♦ End-User Manual
- ♦ Training Module(s)
Overview & Hands-On

Administration Guide: Describes process for updating and maintaining application, importing and deleting data, creating authorization for user groups.

Training Modules: Give users general information about the application (Overview), and practical examples and hands-on exercises (Hands-On).

PROCESSES

Register Project

- ♦ Developers & Adopters agree on D&T responsibilities & share contacts.
- ♦ Project team completes D&T Registration Process.

Request Mentor

- ♦ While not required, mentors can help develop a D&T plan & assist in applying caBIG™ guidelines and templates.
- ♦ Mentors are available for documentation, training or both.

Prepare D&T

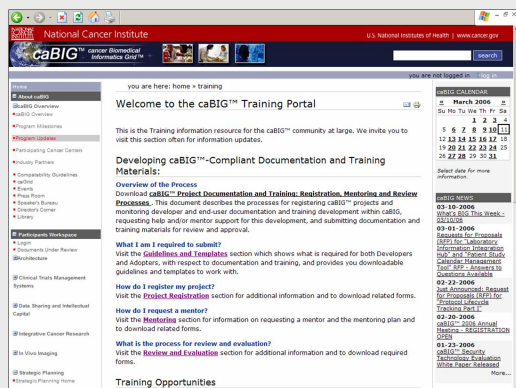
- ♦ Project Team completes documentation using Guidelines and Templates available on caBIG™ Training Portal.

Training WS Review

- ♦ Submit D&T for review by Training Workspace.
- ♦ Instructions, review criteria and checklists are on the Training Portal.

RESOURCES

Many Resources are Available to Support D&T Efforts. Start at: <https://cabig.nci.nih.gov/training>



- The caBIG™ Training Portal - Includes Guidelines, Processes and Templates for all D&T process steps. <https://cabig.nci.nih.gov/training>
- NCICB Applications Support – Contact for submitting registration, request forms, and D&T for review. E-Mail: ncicb@pop.nci.nih.gov
- caBIG™ Training Workspace – Located on the caBIG™ website https://cabig.nci.nih.gov/working_groups/Training_SLWG
- Documentation & Training Gforge Collaboration Site: <http://gforge.nci.nih.gov/projects/cabig-tws/>
- Documentation and Training Questions Listserv - Post your questions! https://list.nih.gov/archives/cabig_bc_train-l.html
- D&T Mentors - Available by request - Forms on the Training Portal

BENEFITS OF DOCUMENTATION & TRAINING

Increase application usability and ease of adoption

Decrease questions about application | Ensure common look and feel